

ASSIGNMENT 8

Public Affairs Resource Management," "The Privacy and Freedom of Information Acts," and "Contingencies."

Textbook Assignment: Chapters 6, 7, and 8 (pages 6-7 through 8-11).

Learning Objective: Recognize the elements of a short-range or operation-oriented public affairs plan.

8-1. Under normal conditions, which of the following sections is NOT a part of a short-range public affairs plan?

1. Security safeguards
2. Statement of mission and goals
3. Funding data
4. Support requirements

8-2. A standard operation-oriented public affairs plan is usually divided into what two sections?

1. External and community information
2. Internal and public information
3. External and internal communications
4. Public and community relations

8-3. A short-range public affairs plan should include measures to counter enemy propaganda. This may be done by using which of the following methods?

1. Disseminating factual information to the news media
2. Formulating a point paper that addresses the disputed issues
3. Implementing additional security measures
4. Meeting with representatives of the parties involved to address the disputed issues

8-4. What stipulation must be made when you address media pool coverage in an operation-oriented public affairs plan?

1. Media pool participation is subject to final approval by CHINFO
2. Products generated by media pool participants must be made available to all interested news media on a reduced cost basis
3. The media pool producer must be a veteran reporter with previous media pool experience
4. Products generated by media pool participants must be made available to all interested news media on a no-cost basis

8-5. Because of security concerns, an operation-oriented public affairs plan should indicate that news media representatives will be escorted at all times.

1. True
2. False

The USS *Harrelson* is underway to participate in "Operation Spiral Staircase" in the western Pacific. Fifteen U.S. Navy ships are involved as well as destroyers and cruisers from Australia (3), New Zealand (2), Thailand (3), and Japan (4). Embarked to cover the exercise are Dave Proctor (reporter, *USA Today*) and the ENG team of Jack Savage (reporter) and Lou Thornton (photographer) of KNEW-TV. You are the PAO responsible for carrying out the public affairs plan of the USS *Harrelson*.

IN ANSWERING QUESTIONS 8-6 THROUGH 8-9, REFER TO THE ABOVE SCENARIO.

8-6. Mr. Proctor asks you about the location of the Japanese and Australian ships in relation to the USS *Harrelson*. How should you respond?

1. Escort him to CIC for briefing
2. Arrange a special press conference at the CIB headquarters
3. Tell him the information cannot be disclosed
4. Tell him you must receive clearance from the responsible unified commander before providing the information

8-7. Mr. Savage and Mr. Proctor request interviews with a weapons chief who continues to play a key role in the operation. You tell them the chief cannot be identified for security reasons, but they insist otherwise. What should you do?

1. Tell them that further access to personnel directly involved in the operation will be denied
2. Send a priority message to the type commander requesting a policy waiver
3. Allow the interviews, but ask the reporters to delay releasing the stories until 30 days after the completion of the operation
4. Deny them access to any information associated with the operation

8-8. Both reporters request a "ball-park" estimate of the number of friendly units participating in the operation. How should you respond?

1. Deny the reporters access to any information associated with participating units
2. Tell the reporters that there are 27 units participating, and break them down by country
3. Tell the reporters you will provide the information only at the conclusion of the operation
4. Provide the reporters with the estimate

8-9. Of the following categories of information, which one must NOT be released to the reporters?

1. Location of military targets previously attacked
2. Number of aerial combat missions flown in the operations area
3. Past intelligence gathering methods
4. Types of ordnance used

- 8-10. Why is it important to keep the internal audience informed during an operation?
1. To execute the internal relations plan properly
 2. To assess the effectiveness of the internal relations program
 3. To determine the strengths and weaknesses of the chain of command
 4. To maintain motivation within a command

8-11. Internal information may be provided to the crew on what basis?

1. Sensitive unclassified
2. Classified
3. Unclassified
4. Need-to-know

8-12. What individual is responsible for briefing crew members before they speak to news media representatives?

1. XO
2. CO
3. Security officer
4. PAO

Learning Objective: Recognize the elements of a long-range or calendar-based public affairs plan.

8-13. A command should formulate a long-range public affairs plan for which of the following reasons?

1. To prepare for accidents and incidents
2. To assign responsibility for specific internal relations projects
3. To accommodate regular interaction with the community
4. To conform to existing public affairs inspection guidelines

8-14. Which of the following categories of information may be found in a long-range public affairs plan?

1. Priority listing of public affairs programs
2. Public affairs office recall bill
3. Listing of qualifications for all public affairs personnel
4. Public affairs management theories

8-15. Which of the following mission statements should be used for the long-range public affairs plan of Naval Station Griffin?

1. "To inform the media and increase its understanding of the naval service and Naval Station Griffin in particular"
2. "To inform the public and enhance its understanding of the naval service and Naval Station Griffin in particular"
3. "To provide Navy public affairs guidance to the media and community when interacting with Naval Station Griffin"
4. "To inform the internal audience and increase its understanding of Naval Station Griffin"

8-16. Which of the following target markets is NOT part of a long-range public affairs plan?

1. Base families
2. Area minorities
3. Local religious groups
4. Retired personnel

Learning Objective: Identify the command inspection procedures of public affairs activities.

8-17. The inspection of a Navy public affairs activity is normally associated with what command evolution?

1. Operational Requirements Evaluation (ORE)
2. Administration Readiness Examination (ARE)
3. Operational Readiness Evaluation (ORE)
4. Administration and Operational Readiness Examination (AORE)

8-18. The SITE system aboard the San Diego-based USS *Gato* (CVN-92) is about to be inspected. The inspection should be conducted using the guidelines of what organization?

1. NAVBCSTSVC
2. CINCPACFLT
3. NAVINFO West
4. AFRTS-LA

8-19. Which of the following categories would NOT be part of the public affairs inspection check-list of a ship?

1. 3-M organizational level maintenance procedures
2. Basic damage control knowledge
3. Safety standards of televisions
4. Proper authorization of command publications

8-20. An inspector checking news releases of intense public interest events may evaluate which of the following areas?

1. Release length
2. Incorporation of contingency questions and answers
3. Method of disseminating the releases
4. Media reaction to the releases

Learning Objective: Describe the components of Navy public affairs personnel management.

8-21. The special assistant to CHINFO for manpower also serves in which of the following capacities?

1. Journalist detailer
2. PAO detailer only
3. NAVINFO OIC only
4. Both 2 and 3 above

8-22. JO3 Ludlum's sports feature won second place in a recent CHINFO Merit Awards competition. He is automatically eligible to enter the story in the Thomas Jefferson Awards competition.

1. True
2. False

8-23. What individual is responsible for administering the Thomas Jefferson Awards Program?

1. ASD (PA)
2. CHINFO
3. Commander, NMPC
4. Commandant, DINFOS

8-24. Outstanding public affairs achievements are recognized by which of the following awards programs?

1. Secretary of the Navy
2. COL Tom Lewis
3. DIRPA Merit
4. RADM William Thompson

Learning Objective: Identify the rules governing off-duty civilian employment opportunities for naval personnel.

JOCS Poydras of Naval Station Metairie has applied for the news anchor position at WCKT, an NBC affiliate in Decatur, LA.

IN ANSWERING QUESTIONS 8-25 THROUGH 8-28, REFER TO THE ABOVE SCENARIO.

- 8-25. Before going on the air, JOCS Poydras must seek approval from what individual?
1. CO, Naval Station Metairie
 2. CHINFO
 3. SECNAV
 4. ASD (PA)
- 8-26. If employment is approved by proper authority, what individual is primarily responsible for avoiding a conflict of interest on the job?
1. Division officer of JOCS Poydras
 2. JOCS Poydras
 3. CO, Naval Station Metairie
 4. Judge Advocate, Naval Station Metairie
- 8-27. When, if ever, may JOCS Poydras use his military title in the newscasts?
1. When he initially introduces himself to the viewing audience
 2. When he interviews military personnel
 3. When the station manager of WCKT obtains permission from CHINFO
 4. Never
- 8-28. The WCKT news director tells JOCS Poydras to write a commentary on a recent political scandal. What, if anything, should JOCS Poydras do before writing the commentary?
1. Inform the CO of Naval Station Metairie
 2. Consult SECNAVINST 5370.2H for guidance
 3. Contact CHINFO for guidance on how to write the commentary tactfully
 4. Nothing

Learning Objective: Identify the fiscal management guidelines for Navy public affairs.

- 8-29. Which of the following activities are considered a public affairs activity for financial management purposes?
1. Community relations and public information
 2. Internal information and community relations
 3. Public information and attendant resources
 4. Attendant resources and internal information
- 8-30. Which of the following commands are subject to an appropriations ceiling?
1. Those with the primary mission of community relations only
 2. Those with the primary mission of public information only
 3. Both 1 and 2 above
 4. Those with the primary mission of recruiting and historical support
- 8-31. DINFOS falls under which of the following categories for funding purposes?
1. Public information
 2. Community relations
 3. Education and training
 4. Personnel readiness
- 8-32. Which of the following overseas community relations projects is eligible for funding?
1. Scholarships of between 4 and 6 years
 2. Soccer equipment for a local team
 3. Monthly distribution of command souvenirs
 4. Quarterly repairs to local hospitals

Learning Objective: Explain the procedure for releasing information using the "balancing test"; identify the personal information that may be released on military personnel.

8-33. Which of the following questions should be considered when a balancing test is performed?

1. Would disclosure result in an adverse news situation?
2. Is the information available from alternate sources?
3. What are the credentials of the individual requesting the information?
4. How will disclosure affect community relations?

8-34. You are the PAO of Naval Station Gragny. A newspaper reporter asks you for a copy of a report that was previously released under the FOIA. What action should you take?

1. Tell the reporter to submit another FOIA request
2. Contact the agency that received the report and request a copy
3. Tell the reporter the report cannot be accessed again
4. Give the reporter access to the report

8-35. A magazine reporter asks you, the PAO of CINCGULFLT, for general information about an officer who fell overboard during a general quarters drill. What should you tell the reporter?

1. You can comply with his request
2. The information is protected under the Privacy Act
3. The information is protected under the balancing test
4. The information cannot be released because of Exemption (b) (2) of the FOIA

8-36. The same reporter wants information on the officer's health at the time of the incident. The officer received treatment for a sexually transmitted disease hours before he fell overboard. How should you respond?

1. Disclose all available details
2. Tell the reporter this information cannot be released because of Exemption (b) (6) of the FOIA
3. Ask the officer for permission to release information on his medical conditions
4. Tell the reporter to request the information via the FOIA

8-37. Which of the following pieces of information may NOT be released about military personnel?

1. Gross salary
2. Awards
3. Social security number
4. Military education

8-38. The duty status of a Navy member may NOT be released because it could compromise the safety of the individual.

1. True
2. False

Learning Objective: Identify the miscellaneous applications of the Privacy and Freedom of Information Acts.

8-39. Which of the following statements best describes the privacy rights of a deceased service member?

1. When the decedent's records contain information about living individuals, the balancing test should be used before the information is released
2. Death marks the end of FOIA protection, but the provisions of the Privacy Act remain in effect
3. The Privacy Act remains in effect for surviving relatives as well as interested parties
4. When the decedent's files reveal previous FOIA disclosures, the files must be released to interested individuals upon request

8-40. Where can a PAO find the criteria for disclosing service record information to third parties?

1. Balancing test criteria
2. Provision 7 of the Privacy Act
3. JAG Manual
4. Exemption 6 of the FOIA

8-41. Which, if any, of the following types of Navy photographs requires the signing of a Privacy Act advisory statement before it is released?

1. Awards ceremony
2. Service record
3. Body fat measurement
4. Change of Command ceremony

8-42. JO1 Conde keeps personal notes on the performance of JO3 Malbis. Which of the following statements applies to this type of record keeping?

1. Personal notes are protected under the Privacy Act but not the FOIA
2. Personal notes are protected under FOIA but not the Privacy Act
3. Notes to jog the memory of a supervisor do not fall under the provisions of the FOIA or Privacy Act
4. Depending on the contents, notes to Jog the memory of a supervisor may be subject to disclosure

8-43. JOSN O'Brien requests to see his medical record at sick bay, but he is denied access. When, if ever, would the request be denied?

1. When JOSN O'Brien is being discharged from the Navy
2. When it is determined that access may have an adverse physical effect on JOSN O'Brien
3. When JOSN O'Brien intends to disclose portions of the record to an unauthorized third party
4. Never

Learning Objective: Identify the public affairs goals in a contingency situation and the importance of planning for an emergency.

8-44. Which of the following documents is used for basic contingency response planning?

1. OPNAVINST 3440.16 and JOPS, Volumes I and IV
2. JOPS, Volumes I and IV, and SECNAVINST 5720.36D
3. U.S. Navy Regulations and OPNAVINST 3440.15
4. OPNAVINST 5510.1G and JOPS, Volumes I and IV

- 8-45. Which of the following statements most accurately describes a public affairs goal in a contingency situation?
1. The public should be informed as the demand for information dictates
 2. Public confidence in the command, Navy, and DoD must be retained
 3. The media must be allowed unlimited access as soon as possible
 4. Saving classified material and information takes precedence over the need to inform the public
- 8-46. For what reason should the Navy provide a local police department with information regarding a Navy-related disaster?
1. To protect the public
 2. To facilitate assistance
 3. To foster cooperation between the Navy and the local police department
 4. To further community relations

Learning Objective: Describe the purpose of preparing for an emergency; evaluate the public affairs assessment of and initial release on a disaster.

- 8-47. When briefing command personnel on disaster preparedness, the PAO should emphasize which of the following areas?
1. Basic fire fighting knowledge
 2. Taking an active, preventive role before a disaster strikes
 3. The effect a disaster will have on family members
 4. The need to communicate effectively within the command

- 8-48. Because the public has a legitimate interest in an incident involving death, injury, or extensive government property damage, public affairs should be a part of all contingency action planning.

1. True
2. False

- 8-49. A hangar bay fire aboard an aircraft carrier kills seven sailors. Details on the cause of the fire and the obstacles encountered while fighting it are sketchy at best. As the PAO of the aircraft carrier, what should you concentrate on at this point?

1. Formulating a detailed release as soon as the facts are known
2. Arranging an emergency news media embark to allow a first-hand view of the disaster scene
3. Updating the crew on the disaster via the SITE or closed circuit radio system
4. Formulating an initial release with basic facts as rapidly as possible

- 8-50. When, if ever, is delaying the release of information on a crisis justifiable?

1. When classified information and/or equipment are involved
2. When there are more than 10 deaths
3. When property damage exceeds \$10,000
4. Never

8-51. You are the PAO of the aircraft carrier USS *Risher* when a television crew arrives aboard via COD to do a story on the carrier's upcoming home port change. While you are briefing them in the wardroom, an ABH3 is killed in a flight deck accident. What should you do?

1. Refrain from releasing any information on the accident
2. Acknowledge that an accident occurred and obtain quotes from the CO
3. Assist the crew in covering the story while observing safety guidelines
4. Continue the brief on the home port move

Learning Objective: Assess the procedures for briefing local officials on emergency procedures; evaluate the guidelines for protecting classified material at an accident site. (This objective is continued in assignment 9.)

8-52. Which of the following groups should a Navy shore activity notify annually about its dealing with accidents and other contingencies?

1. Tenant commands, civil defense, and law enforcement officials
2. Civil defense, law enforcement officials, and news media representatives
3. News media representatives, local governmental officials, and tenant commands
4. Law enforcement officials, news media representatives, and tenant commands

8-53. During an annual briefing of groups, a PAO should NOT discuss the handling of which of the following incidents?

1. An accident at a nuclear weapons support facility
2. A fire in a building that houses classified publications
3. A chemical spill at a naval laboratory
4. A hazardous waste spill in a bay or harbor

8-54. A Navy aircraft crashes at Naval Air Station Palafox, exposing several pieces of highly classified electronic equipment. Naval Air Station Palafox officials should prioritize its crash response in which of the following ways?

1. Protect classified equipment, rescue the crew, preserve a site for investigation, perform damage control, and release public information
2. Rescue the crew, perform damage control, release public information, protect classified equipment, and preserve a site for investigation
3. Rescue the crew, perform damage control, protect classified equipment, preserve a site for investigation, and release public information
4. Rescue the crew, protect classified equipment, perform damage control, preserve a site for investigation, and release public information

- 8-55. Because of extenuating circumstances, Naval Air Station Palafox officials are unable to remove the classified equipment from the crash site. What should be done in this case?
1. Cover the equipment with an opaque material only
 2. Post signs that read, "Classified Equipment, Do Not Photograph" only
 3. Both 1 and 2 above
 4. Obscure the equipment with unclassified debris